



**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY**

**From The Office Of State Auditor
Claire McCaskill**

**Report No. 2002-110
November 18, 2002
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AUDIT REPORT



Office Of The
State Auditor Of Missouri
Claire McCaskill

November 2002

The following problems were discovered as a result of an audit conducted by our office of the Department of Public Safety, Division of Fire Safety.

The Division of Fire Safety (DFS) has not established procedures to identify unregistered elevators and to report registration violations to the applicable county prosecuting attorney for enforcement of the penalty provision. The division estimates there are over 20,000 elevators in the state, but only 11,733 are registered with the division. Approximately 2,200 of the 11,733 registered elevators and similar devices, in addition to the more than 8,200 unregistered elevators previously mentioned, have never been inspected.

The division also has not established procedures to actively search for unregistered boilers and pressure vessels and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision. The division estimates there are over 60,000 unregistered boilers and pressure vessels in the state. Boilers and pressure vessels are not inspected on a timely basis and the penalty for operating boilers and pressure vessels without a valid inspection certificate is not enforced. Our review of division records noted over 9,300 such devices subject to division inspections and insurance company inspections are operating without a valid certificate. Inspection certificates expired for approximately 4,800 of these boilers and pressure vessels between 1996 and 2001, and approximately 4,500 additional certificates expired in 2002. In addition, prior to June 2002, the DFS issued certificates prior to collecting the applicable inspection and certificate fees. Our review indicated uncollected fees totaling \$14,170.

Since 1997, the DFS has been required to investigate any amusement ride accident which results in a serious physical injury or death. Legislation passed in 2000 requires amusement ride owners to obtain an annual safety inspection and a state operating permit for each ride prior to operating the ride in the state. The division has not established procedures to actively search for amusement rides operating without a state operating permit and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision. The division estimates there may be over 5,000 rides that operate in the state. The division issued only 956 and 702 permits during fiscal years 2002 and 2001, respectively.

During the two years ended June 30, 2002, the DFS paid the University of Missouri \$725,301 to schedule and provide free fire fighter and hazardous materials training courses to fire, rescue, and emergency service entities throughout the state. Our review noted that the DFS does not adequately prioritize the use of the funds paid to the university. The contracts between the DFS and the university indicate which courses will be funded, the course fees, and the amount of money available to fund classes during the

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contract period. Although the requests for classes exceed available funding, the university schedules all requested classes. As a result, many classes are subsequently canceled when the funding is exhausted.

Additionally, the DFS provided \$41,429 to various colleges and academies to reimburse tuition and related costs for students that passed Fire Fighter I and/or Fire Fighter II certification classes. The contracts require the colleges and academies to reimburse the students prior to requesting payment from the DFS. These contracts only require the colleges and academies to provide a list of reimbursement check numbers and payees as documentation for reimbursements to students. The DFS should require reimbursement claim forms to include forms signed by each student documenting the reimbursement amount received from the college or academy. Also, the DFS does not always enforce contract terms. One college did not provide documentation of the students' tuition payments.

The DFS employed fifty-four employees as of June 30, 2002, and maintained forty-nine state-owned vehicles. The four pool vehicles and six vehicles designated for specific units are underutilized. Also, mileage logs for state vehicles were not always complete and accurate.

The DFS had not developed a written policy regarding cellular telephone usage and cellular telephone bills were not independently reviewed to identify personal use and to evaluate the appropriateness of calling plans.

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DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY

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STATE AUDITOR'S REPORT



CLAIRE C. McCASKILL
Missouri State Auditor

Honorable Bob Holden, Governor
and
Charles R. Jackson, Director
Department of Public Safety
and
William Farr, State Fire Marshal
Division of Fire Safety
Jefferson City, MO 65102

We have audited the Department of Public Safety, Division of Fire Safety. The scope of this audit included, but was not necessarily limited to, the years ended June 30, 2002 and 2001. The objectives of this audit were to:

1. Review certain management practices and financial information for compliance with applicable statutes, regulations, and agency policies.
2. Review the efficiency and effectiveness of certain management practices and operations.

Our audit was conducted in accordance with applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed the division's revenues, expenditures, contracts, and other pertinent procedures and documents, and interviewed division personnel.

As part of our audit, we assessed the division's management controls to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to management controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation and we assessed control risk.

Our audit was limited to the specific matters described above and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the division's management and was not subjected to the procedures applied in the audit of the division.

The accompanying Management Advisory Report presents our findings arising from our audit of the Department of Public Safety, Division of Fire Safety.

A handwritten signature in black ink, reading "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" and last name "McCaskill" clearly distinguishable.

Claire McCaskill
State Auditor

August 16, 2002 (fieldwork completion date)

The following auditors participated in the preparation of this report:

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MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
MANAGEMENT ADVISORY REPORT –
STATE AUDITOR’S FINDINGS

1.	Elevator Unit Controls and Procedures
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The Division of Fire Safety (DFS) is responsible for enforcing the Elevator Safety Act enacted in 1994. This act requires annual testing and safety inspections of all passenger elevators and similar devices in the state. The division has licensed forty-nine independent inspectors to perform the annual inspections. The division’s Elevator Unit personnel include a chief inspector and a senior office support assistant. The chief inspector position was vacant from November 1, 2001 to July 14, 2002. Our review of the controls and procedures of the Elevator Unit noted the following concerns:

- A. The division has not established procedures to identify unregistered elevators and to report registration violations to the applicable county prosecuting attorney for enforcement of the penalty provision. The division estimates there are over 20,000 elevators in the state, but only 11,733 are registered with the division. Division regulation 11 Code of State Regulations (CSR) 40-5.040 indicates owners, operators, or lessees of elevators and similar devices are required to register these items with the division. The failure to register an elevator with the division results in a class C misdemeanor.

The division should establish procedures to ensure all elevators and similar devices are registered with the division. Procedures to identify unregistered elevators could include contacting insurance and elevator service companies to request lists of elevators and entering multiple-story buildings to search for elevators. The division should ensure all elevators identified are registered with the division. Registration is necessary to enable the division to properly monitor and enforce compliance with inspection requirements imposed to ensure elevators and similar devices are operating safely.

- B. The penalty for operating an elevator or similar device without a state operating certificate is not enforced. The division issues operating certificates after all deficiencies noted during inspections are corrected and operating certificate fees are paid. Our review of the division’s records noted the following concerns:

1. Approximately 2,200 of the 11,733 registered elevators and similar devices, in addition to the more than 8,200 unregistered elevators discussed above, have never been inspected. Registered elevators operating without inspections and operating certificates are located in the following types of buildings:

Office and governmental	690
Commercial and industrial	412
Other	288
Hospital and institutional	237
Schools, libraries, and educational	178
Multi-family residential	141
Retail	112
Motels and hotels	100
Churches and religious facilities	81
Total	<u>2,239</u>

The division has not reported these violations to the applicable county prosecuting attorney for enforcement of the penalty provision.

2. Over 4,300 elevators and similar devices have been inspected, but have not been issued an operating certificate due to deficiencies noted during inspections. Owners of items that were installed prior to the enactment of the Elevator Safety Act are allowed up to one year after the initial inspection to correct all deficiencies. Deficiencies must be corrected within 120 days for elevators that were installed after the act was enacted. Our review of the division's records indicate there are approximately 840 elevators that have not obtained an operating certificate within one year after inspection. Thus, it appears deficiencies have not been corrected. The 840 elevators are located in the following types of buildings:

Schools, libraries, and educational	228
Office and governmental	197
Hospital and institutional	143
Commercial and industrial	101
Other	91
Residential	<u>80</u>
Total	<u>840</u>

The division established procedures to follow up on deficiencies every 30 days, but the procedures were not followed due to a shortage of personnel. As a result, the uncorrected deficiencies have not been reported to the applicable county prosecuting attorney for enforcement of the penalty provision, and elevators and similar devices are currently operating with identified deficiencies.

Section 701.363, RSMo 2000 indicates each elevator or similar device shall have a state operating certificate. Division regulation 11 CSR 40-5.110(5) indicates failure to comply with the requirement results in a class C misdemeanor. To preserve public safety, the division should ensure all elevators and similar devices are inspected annually and all deficiencies are corrected within the established

timeframes. Violations of the certification requirement should be reported to the applicable county prosecuting attorney for enforcement of the penalty provision.

- C. The division has not established procedures to review the quality of inspections performed by state licensed elevator inspectors. The division should periodically spot check elevators that have been inspected to ensure state licensed elevator inspectors are properly enforcing state safety requirements.

WE RECOMMEND the DFS and the Elevator Safety Board:

- A. Establish procedures to identify unregistered elevators and report registration violations to the applicable county prosecuting attorney.
- B. Ensure established procedures are implemented to monitor compliance with elevator certification requirements and enforce the penalty for operating an elevator or similar device without a state operating certificate.
- C. Establish procedures to review the quality of inspections performed by state licensed elevator inspectors.

AUDITEE'S RESPONSE

The DFS indicated:

- A. *In the past the Division has made attempts to obtain information from insurance and elevator service companies and has been denied. These companies have refused to release customer information to the State. The Division will continue to make requests for this information from these companies.*

In addition, due to fiscal year 2002 (FY02) withholdings, the Deputy Chief position was held vacant for eight months of FY02. Currently this unit is comprised of only two FTE: Deputy Chief and a Senior Office Support Assistant. Without Elevator Unit field staff or supporting expense and equipment funding, it is futile at this time to establish a Division policy of physically entering multiple-story buildings to search for elevators. In fiscal year 2003 (FY03), one field inspector will be hired. While his duties will include finding unregistered elevators, it is unrealistic to expect adequate coverage of the entire state from one person.

- B. *The Division does send letters to companies/businesses regarding deficiencies and the required time for repair. Without the field staff to physically verify these deficiencies are handled in a timely manner, establishing a policy is useless. In the meantime, the Division will change the deficiency letter to include a notification to the local prosecuting attorney.*

- C. *Again, without adequate staffing, quality control of licensed inspectors will be minimal. Once field staff is in place, procedures for reviewing third party inspectors will be developed.*

2. Boiler and Pressure Vessel Unit Controls and Procedures

The DFS is responsible for enforcing the Boiler and Pressure Vessel Safety Act. This act requires annual or biennial inspections, depending on the item, of boilers and pressure vessels that exceed specified size and pressure limits. The state has licensed 120 insurance company inspectors to inspect the 24,346 boilers and pressure vessels they insure. The division is responsible for inspecting the remaining 10,791 boilers and pressure vessels. At June 30, 2002, the division's Boiler and Pressure Vessel Unit included three inspectors and a senior office support assistant. One of the inspectors served as the Interim Chief Inspector from November 16, 2001, until a new Chief Inspector was hired on August 1, 2002. Our review of the controls and procedures of the Boiler and Pressure Vessel Unit noted the following concerns:

- A. The division has not established procedures to actively search for unregistered boilers and pressure vessels and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision. Procedures to identify unregistered items could include searching buildings likely to have boilers or pressure vessels and ensuring items located have a state registration tag attached. The division estimates there are over 60,000 unregistered boilers and pressure vessels in the state. In addition, unregistered boilers and pressure vessels found by division and insurance inspectors during inspections of registered items are not currently reported to the applicable county prosecuting attorney for enforcement of the penalty provision. Boilers and pressure vessels must be registered and pass a safety inspection to be issued an inspection certificate. Section 650.270, RSMo 2000 indicates operating a boiler or pressure vessel without a valid inspection certificate is a class A misdemeanor.

The division should establish procedures to ensure all applicable boilers and pressure vessels are registered with the division and to report unregistered items to the applicable county prosecuting attorney for enforcement of the penalty provision. Registration is necessary to enable the division to properly monitor and enforce compliance with inspection requirements imposed to ensure boilers and pressure vessels are operating safely.

- B. Boilers and pressure vessels are not inspected on a timely basis and the penalty for operating boilers and pressure vessels without a valid inspection certificate is not enforced. As discussed above, boilers and pressure vessels must pass an annual or biennial safety inspection to receive an inspection certificate. Our review of division records as of July 10, 2002, indicates 3,830 and 5,506 boilers and pressure vessels subject to division inspections and insurance company inspections, respectively, are operating without a valid inspection certificate.

Inspection certificates expired for approximately 4,800 of these boilers and pressure vessels between 1996 and 2001, and approximately 4,500 additional certificates expired in 2002. The boiler and pressure vessels that are operating without a valid inspection certificate are located in the following buildings:

Schools and colleges	1,846
Other	1,689
Manufacturing	1,317
Office and governmental	796
Hospitals and nursing homes	776
Apartments, hotels, and motels	598
Auto dealers and repair shops	562
Churches	353
Laundromats and cleaners	334
Utilities	291
Retail	222
Chemical plants	205
Restaurants and food service	180
Car washes	<u>167</u>
Total	<u>9,336</u>

Division personnel indicated that inspections have not been completed on a timely basis due to a lack of personnel. Boilers and pressure vessels overdue for insurance company inspections have not been identified by the division and reported to the applicable county prosecuting attorney for enforcement of the penalty provision. In addition, over 270 boilers and pressure vessels do not have valid operating certificates because deficiencies were detected during inspections and have not subsequently been corrected. Division personnel indicated deficiencies are to be corrected within thirty days, but additional time may be granted at the division's discretion. Our review of the division's records indicate over 160 of the boilers and pressure vessels with uncorrected deficiencies were inspected prior to 2002. The division had established procedures to follow up on uncorrected deficiencies every thirty days, but these procedures were not always followed. As a result, these 160 boiler and pressure vessels continue to operate with deficiencies and have not been reported to the applicable county prosecuting attorney for enforcement of the penalty provision.

As discussed above, Section 650.270, RSMo 2000, indicates operating a boiler or pressure vessel without a valid inspection certificate is a class A misdemeanor. To preserve public safety, the division should ensure all boilers and pressure vessels are inspected within the required timeframes and all deficiencies are corrected on a timely basis. Violations of the certification requirement should be reported to the applicable county prosecuting attorney for enforcement of the penalty provision.

- C. The division has not established procedures to review the quality of boiler and pressure vessel inspections performed by state licensed insurance company inspectors. The division should periodically spot check boilers and pressure vessels that have been inspected to ensure state licensed insurance company inspectors are properly enforcing state safety requirements.
- D. Procedures for collecting certificate and inspection fees are not always followed. Prior to June 2002, the division issued certificates prior to collecting the applicable inspection and certificate fees. Boiler and pressure vessel owners were billed for the fees when the certificate was issued. The division had established procedures to follow up on uncollected fees every thirty days by sending second notices and other subsequent collection efforts. However, these procedures were not followed from October 2001 through April 2002 because the current senior office support assistant was hired in October 2001 and was not aware of these procedures. Our review of the division's records on July 10, 2002, indicated uncollected fees totaling \$14,170 were initially billed prior to January 2002. Upon our recommendation, collection procedures were revised in June 2002 to require payment of fees prior to issuance of the inspection certificate.

To maximize revenue, the division should ensure that certificate and inspection fees are collected on a timely basis. In addition, fees that are not collected within a reasonable period of time should be submitted to the Attorney General's Office for collection.

WE RECOMMEND the DFS and the Board of Boiler and Pressure Vessel Rules:

- A. Establish procedures to actively search for unregistered boilers and pressure vessels and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision.
- B. Establish procedures to ensure boilers and pressure vessels are inspected within required timeframes and deficiencies are corrected on a timely basis. In addition, the division should report violations of boiler and pressure vessel certification requirements to the applicable county prosecuting attorney for enforcement of the penalty provision.
- C. Establish procedures to review the quality of boiler and pressure vessel inspections performed by state licensed insurance company inspectors.
- D. Ensure certificate and inspection fees are collected on a timely basis.

AUDITEE'S RESPONSE

The DFS indicated:

- A. Limited staffing prevents the Division from taking a proactive role in locating unregistered objects. Due to FY02 withholdings, the Deputy Chief position of the Boiler and Pressure Vessel Unit was held vacant for eight months. In addition, due to withholdings, a field inspector position was held vacant for the entire fiscal year, and later cut completely due to core cuts for FY03. Therefore, only three field inspectors are conducting the daily duties of inspecting registered boilers, each completing over 1200 billable inspections per year. Without more field staff or supporting expense and equipment funding, additional efforts for locating unregistered boilers and pressure vessels are unrealistic. In the past, the Division has obtained insurance company listings of facilities with these types of units, however these listings proved to be incomplete. Should staffing levels or additional funding be provided, the Division will commence contacting county commissions to determine if businesses with unregistered boilers exist in their areas.*
- B. Staffing levels preclude the Division's ability to ensure deficiencies are corrected in a timely manner.*
- C. Again, without adequate staffing, quality control of licensed inspectors is limited. Should additional field staff be appropriated, procedures for reviewing third party inspectors will be developed.*
- D. Procedures for the issuance of certificates and invoicing of fees were revised in July of 2002.*

3. Amusement Ride Safety Enforcement

The DFS is responsible for enforcing the Amusement Ride Safety Act enacted in 1997. This act requires the division to investigate any amusement ride accident which results in a serious physical injury or death. The department contracts for investigation services, as needed. During the 2000 legislative session, the act was amended to require amusement ride owners to obtain an annual safety inspection and a state operating permit for each ride prior to operating the ride in the state. Permits are issued by the division after inspection and insurance requirements are met and the permit fee is paid. As of June 30, 2002, the division has approved forty-four independent inspectors nationwide (only six live in Missouri) to perform the annual inspections. There are no division staff assigned to regulate amusement ride safety on a full-time basis. An office clerk performs all clerical functions regarding operating permits and inspector approvals, under the supervision of the Assistant State Fire Marshal. Our review of the controls and procedures over amusement ride safety enforcement noted the following concerns:

- A. The division has not established procedures to actively search for amusement rides operating without a state operating permit and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision. Procedures to identify rides operating without a permit could include ensuring operating permits are attached to rides observed at amusement parks and fairs. The division estimates there may be over 5,000 rides that operate in the state. The division issued only 956 and 702 permits during fiscal years 2002 and 2001, respectively. Section 316.210, RSMo 2000, indicates a person shall not operate an amusement ride unless the owner provides the division with a certificate of inspection, a certificate of insurance, and obtains a state operating permit. Section 316.218, RSMo 2000, indicates operating an amusement ride in violation of Sections 316.203 to 316.233, RSMo 2000, is a class A misdemeanor.

The division should establish procedures to ensure all amusement rides operating in the state have a state operating permit and to report rides operating without a state permit to the applicable county prosecuting attorney for enforcement of the penalty provision. The permitting process is necessary to monitor compliance with inspection requirements imposed to ensure amusement rides are operating safely.

- B. The division has not established procedures to review the quality of inspections performed by state approved amusement ride inspectors. On June 21, 2002, the Amusement Ride Safety Board suspended the license of an inspector after an accident occurred which injured an individual. The inspector failed to notice or report various safety violations. The division does not have any personnel qualified to perform amusement ride inspections. The division should consider hiring or contracting with a qualified amusement ride inspector to periodically spot check rides that have been inspected to ensure state approved amusement ride inspectors are properly enforcing state safety requirements.

WE RECOMMEND the DFS and the Amusement Ride Safety Board:

- A. Establish procedures to actively search for amusement rides operating without a state operating permit and to report them to the applicable county prosecuting attorney for enforcement of the penalty provision.
- B. Establish procedures to review the quality of inspections performed by state approved amusement ride inspectors.

AUDITEE'S RESPONSE

The DFS indicated:

- A. *It is imperative to note the Division of Fire Safety was not allocated any FTEs or funding to administer the Amusement Ride Safety program. Since the creation of this law, each budget cycle the Division has requested clerical support to manage the documentation*

associated with the program. Due to the lack of a dedicated FTE, administration of the program has been designated to current Division FTE's. It is outside the authority of the Division, limited by state statute, to devote unmandated resources to actively search for amusement rides operating without a state operating permit. The Division's charge is merely to issue a state operating permit based on required documentation the owner is to submit, and to contract with a "qualified" inspector to investigate any accident which results in serious physical injury or death as defined by state statute.

Upon passage of the 1997 statute, the Division took a proactive approach to administering this law. Initially letters were sent to all Missouri fair and festival contacts informing them of the new law. Additionally, involvement and participation in the annual Missouri Association of Fair & Festivals was initiated in an attempt to learn more about this industry and identify possible ride owners operating in Missouri. Through contacts in this organization a publication, Amusement Business, was provided to the Division. This publication depicted a map of the U.S. divided into regions. Missouri is one of eleven states identified in Region 5. Also identified were the amusement ride owners who typically play in region 5 and the number of rides each owner currently owned/operated. Upon review of these owners, it was noted that approximately 5,000 amusement rides could potentially play in Missouri, however, the Division realistically knew this number of rides would not be used in Missouri, therefore, permits would not be required.

Although no funding or FTE's were provided with this legislation, the Division actively investigates reports of rides operating in Missouri that have not complied with annual inspection requirements to obtain state permits.

Again, to become more familiar with amusement ride inspections, the Division obtained training from a nationally recognized amusement ride inspection program for two Division personnel. Cost of this out state training was absorbed from within the Division's core budget.

- B. Once again, this recommendation is outside the mandates of the Amusement Ride Safety program as administered by the Division of Fire Safety. The Division has neither the funding nor the authority to hire or contract with qualified amusement ride inspectors to periodically spot check rides. Again, to ensure a degree of public safety when information is received by the Division in relation to safety concerns, the Division assigns staff to determine the validity of the information and direct corrective action be taken if warranted.*

4.

Receipt Records and Procedures

Monies are recorded on a daily mail log as they are received. A separate log is prepared and given to the five units of the division that collect fees to reconcile to each unit's individual accounts receivable records. After the reconciliations are completed, each unit is required to notify the fiscal section whether the receipts are to be deposited or to

provide a letter for each receipt that needs to be returned to the payor. Our review of receipt records and procedures noted the following concerns:

- A. Receipts are not deposited on a timely basis. We reviewed receipt records for ten days and noted the receipts collected each day were held from six to eleven working days before they were reconciled to the division unit's accounts receivable records and subsequently deposited.

To adequately safeguard receipts and reduce risk of loss or misuse of funds, all receipts should be deposited daily or when accumulated receipts exceed \$100.

- B. The Fireworks Unit failed to always reconcile the unit log to the list of items approved for deposit and the letters requiring receipts to be returned to the payor. As a result, some checks received on May 17 and May 22, 2002, were still on hand at a cash count conducted by our office on July 2, 2002. The Fireworks Unit failed to report that these monies should be deposited on the deposit authorization form submitted to the fiscal section; therefore, the fiscal section did not deposit the checks. In addition, the fiscal section does not periodically review cash on hand to identify monies held for long periods of time.

The Fireworks Unit should reconcile the unit log to the list of items approved for deposit and payments returned to ensure all receipts are accounted for properly. In addition, the fiscal section should periodically review cash on hand and follow up on any monies held for long periods of time to ensure all receipts are deposited or returned on a timely basis.

WE RECOMMEND the DFS:

- A. Establish procedures to ensure all receipts are deposited daily or when receipts exceed \$100.
- B. Require the Fireworks Unit to reconcile the unit's log to the list of items approved for deposit and letters for payments to be returned. In addition, the fiscal section should periodically review cash on hand and follow up on any monies held for long periods of time.

AUDITEE'S RESPONSE

The DFS indicated:

- A. *The procedures for depositing receipts were revised in August 2002.*
- B. *These procedures were also revised in August 2002.*

5.**Expenditures**

- A. Some DFS purchases do not appear to be reasonable and necessary. During the two years ending June 30, 2002, the DFS spent \$7,835 for items to be given to board members, employees, and conference attendees.. Unnecessary purchases included the following:
1. In 2001, the DFS paid \$1,650 for 100 gold-trimmed ink pens featuring the division logo, along with gift boxes and thank you cards from the State Fire Marshal. The pens were given to employees and board members.
 2. In August 2001 and December 2000, the DFS paid \$520 and \$521, respectively, for two orders of 300 lapel pins containing the DFS logo. The pins were given to select members of national fire service organizations, employees, and board members.

These purchases do not appear to be prudent or necessary. The DFS needs to reevaluate future expenditures in an effort to eliminate any unnecessary costs and ensure the efficient use of state resources.

- B. The DFS approved payment of some invoices without adequate supporting documentation. For example, several conference and training expenditures reviewed did not include a listing of attendees for the meetings or meals provided. Some of the conference and training expenditures were contract payments to various organizations that trained fire fighters and investigators, while other expenditures were for training of DFS employees. Adequate documentation including lists of meeting and meal attendees, is necessary to ensure the propriety of these expenditures.

WE RECOMMEND the DFS:

- A. Ensure that expenditures are prudent and necessary.
- B. Require adequate documentation, including lists of all meeting and meal attendees, for all expenditures.

AUDITEE'S RESPONSE

The DFS indicated:

- A. *The Division maintains the following items were necessary:*
1. *Ink Pens – the pens were purchased and distributed to employees and board members for official use. They were purchased in a large quantity to obtain them at a lower price.*

2. *Lapel Pins – the pins were issued to Division staff as part of their uniform, and to Board members to wear while representing the Division at various events. Again, they were purchased in large quantities in order to obtain them at a lower price.*
- B. *It has been the Division's practice to maintain or obtain listings of meeting and conference attendees when costs are incurred to the State. This requirement is written in the Division contracts with organizations and will be strictly enforced.*

Although the Division did not have official sign-in sheets for staff meetings, other methods such as hotel records were utilized to record attendance. In August of 2002, the Division implemented a procedure for employees to sign in to all Division-sponsored training sessions.

6. Training Contracts

- A. During the two years ended June 30, 2002, the DFS paid the University of Missouri \$725,301 to schedule and provide free fire fighter and hazardous materials training courses to fire, rescue, and emergency service entities throughout the state. Our review of the contracts with the university noted the following concerns:

1. The DFS does not adequately prioritize the use of the funds paid to the university. The DFS, in conjunction with the Fire Advisory Board and the Fire Education Commission, determines which courses the DFS will fund. The contracts between the DFS and the university indicate which courses will be funded, the fee for each course, and the amount of money available to fund classes during the contract period. Although the requests for classes exceed available funding, the university schedules all requested classes. As a result, many classes are subsequently canceled when the funding is exhausted. The contracts with the university do not establish any priorities regarding which entities should receive training and which courses are most important, so the DFS has no assurance that training is provided where most needed.

To ensure state resources are used as effectively and efficiently as possible, the DFS should prioritize training requests and ensure scheduled classes do not exceed funding limitations.

2. Contracts do not establish minimum class sizes. Course fees are charged for each class held, regardless of the class size. The State Fire Marshal indicated there is a verbal agreement with the university that classes should contain at least twelve students. However, our review of class attendance records indicated that seven of forty-five and three of thirty-nine fire fighter courses offered during the years ending June 30, 2002 and

2001, respectively, averaged less than twelve students per class. Two courses averaged less than six students per class.

To ensure state resources are used efficiently, training contracts should specify a minimum class size for each course.

- B. During the year ended June 30, 2002, the DFS provided \$41,429 to various colleges and academies to reimburse tuition and related costs for students that passed Fire Fighter I and/or Fire Fighter II certification classes. The contracts require the colleges and academies to reimburse the students prior to requesting payment from the DFS. Our review of the contracts with the colleges and academies noted the following concerns:
1. The contracts only require the colleges and academies to provide a list of reimbursement check numbers and payees as documentation for reimbursements to students. To ensure all student reimbursements submitted by the colleges and academies are valid, the DFS should require reimbursement claim forms to include forms signed by each student documenting the reimbursement amount received from the college or academy.
 2. The DFS does not always enforce contract terms. One college did not provide documentation of the students' tuition payments as required in the contract. The contracts require copies of receipts, showing payment of each student's course tuition, to be submitted before reimbursement will be made. To ensure state resources are used properly, all contract terms should be enforced.

WE RECOMMEND the DFS, the Fire Advisory Board, and the Fire Education Commission:

- A.1. Prioritize training requests and ensure scheduled classes do not need exceed funding limitations.
2. Ensure future training contracts require a minimum class size for each course.
- B.1. Ensure adequate supporting documentation is submitted by the colleges and academies including forms signed by each student indicating the reimbursement amount received from the college or academy.
2. Enforce all contract terms.

AUDITEE'S RESPONSE

The DFS indicated:

- A. The Division will work more closely with training contractors to ensure priorities are met and requests do not exceed the funding limitations. There has been an understanding with contractors that in order for a course to be presented a minimum of 12 students must be attending. However, since these courses do not require pre-registration, an instructor will not know exactly how many students there will be until he or she arrives at the class. We continue to look for better ways to ensure the minimum attendance at these classes. Also, it is important to note that in some rural areas, there may only be 10-12 people on the fire department.*
- B.1. In FY02 the Division received some one-time funding which allowed for the tuition reimbursement program cited in the audit. Due to lack of funding this year, this program will not be offered in FY03. Should funding once again become available to offer this program, the recommended procedures will be followed.*
- B.2. The Division will more closely monitor training contracts and enforce all contract terms.*

7. State Owned Vehicles

The DFS employed fifty-four employees as of June 30, 2002, and maintained forty-nine state-owned vehicles. The State Fire Marshal, the Assistant State Fire Marshal, fourteen fire safety inspectors, three boiler and pressure vessel inspectors, and twenty fire investigators are each assigned a vehicle, six vehicles are designated to specific units for use, and the remaining four vehicles are pool vehicles available for use by all other central office employees. During our review of state-owned vehicles, we noted the following concerns:

- A. The four pool and six designated vehicles are underutilized. During the year ending June 30, 2002, pool vehicle usage ranged from 43 to 10,144 miles and averaged 5,048 miles per vehicle.*

In January 2002, the Office of Administration issued State Policy SP-4, State Vehicles. The policy indicates pool vehicles should average at least 15,000 miles per year. The DFS should review usage of pool vehicles and dispose of underutilized vehicles to ensure that state resources are efficiently used and that vehicle usage complies with the state policy.

- B. Mileage logs for state vehicles were not always complete and accurate. The purpose of each trip was not always adequately documented. For example, administration was the purpose indicated for several trips made by the Assistant State Fire Marshal. Since the Assistant State Fire Marshal's vehicle is used for travel relating to both business and commuting, the specific purpose of each trip*

should be documented to determine if the vehicle is justified for business purposes. In addition, differences between beginning and ending odometer readings were not always calculated correctly for some vehicles. Although DFS personnel indicated mileage logs are reviewed weekly, these errors were not detected and corrected.

The DFS should require documentation of specific purposes for all trips and review mileage logs closely to ensure state vehicles are only used for authorized purposes and that mileage logs are accurate and reliable.

WE RECOMMEND the DFS:

- A. Review vehicle usage and dispose of underutilized vehicles.
- B. Require documentation of specific purposes for all trips in state vehicles and review mileage logs closely to ensure state vehicles are only used for authorized purposes and that mileage logs are accurate and reliable.

AUDITEE'S RESPONSE

The DFS indicated:

- A. *Due to FY02 withholdings, fewer miles were accrued last year than in previous years. For example, the vehicle with 43 miles logged for FY02 noted in the report was assigned to a position held vacant for the entire fiscal year due to withholdings. Filled positions that were previously held vacant such as the Deputy Chiefs of the Boiler and Elevator Units will lend for more efficient usage of pool vehicles. The Division is planning on surplusing two vehicles this fall due to high mileage.*

It is also important to mention that the Division has been unable to purchase new vehicles since fiscal year 2000, and, due to the current budget situation of the State of Missouri, it is highly unlikely the Division will receive appropriations for new vehicles prior to fiscal year 2005. By the end of fiscal year 2004, over half of the Division's fleet will have an excess of 100,000 miles. Therefore, it is prudent for the Division to maintain additional vehicles to supplement an aging fleet.

- B. *Logs for pool vehicles have been changed as of August of 2002. A column has been added for a purpose of trip. This is to be completed at the time the user returns the vehicle. Division staff has been instructed to log each stop, and note the purpose.*

8. Cellular Telephone Usage

During the two years ending June 30, 2002, the DFS provided a cellular telephone to the State Fire Marshal, the Assistant State Fire Marshal, the Deputy Chief of Investigations, both Fire Investigator Supervisors, both Fire Inspector Supervisors, the Deputy Chief for

Training, the Chief Elevator Inspector, the Chief Boiler and Pressure Vessel Inspector, and a Fire Investigator. During the year ending June 30, 2002, cellular telephone service was discontinued for all employees, except the Assistant State Fire Marshal and the Deputy Chief of Investigations. During our review of cellular telephone usage, we noted the following concerns:

- A. The DFS had not developed a written policy regarding cellular telephone usage. A formal written policy is necessary to address the usage and monitoring of cellular telephones to ensure they are properly used for business purposes.
- B. Cellular telephone bills were not independently reviewed to identify personal use and to evaluate the appropriateness of calling plans. Employees were required to review their own cellular telephone bills, identify any personal calls, and issue a check to the applicable vendor for the cost of the personal calls. Our review of cellular telephone bills determined these procedures were not always followed. For example, the previous Chief Boiler Inspector made a 100-minute roaming call to his wife's place of employment at a cost of \$53 in addition to several calls made to his personal residence, but only paid \$20 of the monthly bill. The Assistant State Fire Marshal also made several roaming calls to family members while taking annual leave and the previous Deputy Chief of Training made several roaming calls to her personal residence while she was attending a conference out-of-state, but neither employee paid for the calls made. The Deputy Chief of Training indicated the DFS had an unwritten policy which allowed employees to use their state cellular telephone to call home when attending conferences.

In addition, although the State Fire Marshal paid for his personal calls that incurred charges, he used the state phone for personal calls over three hours per month during the two months we reviewed, and as a result, usage exceeded the number of "free" minutes in the rate plan, resulting in unnecessary additional costs to the state.

In January 2002, the Office of Administration issued State Policy SP-3, Wireless Telephone Equipment and Services Usage. The policy requires agencies to define excessive usage of cellular telephones, restrict personal use of cellular telephones, ensure personal usage is reimbursed, and audit invoices for rate plan selection and personal reimbursements. The DFS was unaware of the state policy until we brought it to their attention. Upon our recommendation, the DFS adopted a written cellular telephone usage policy in August 2002 to comply with the state policy. The DFS should strictly enforce the new policy to ensure state resources are used efficiently and only for state business.

WE RECOMMEND the DFS strictly enforce the cellular telephone usage policy.

AUDITEE'S RESPONSE

The DFS indicated:

The Office of Administration's policy for cellular phones was not adopted by the State until January of 2002. Prior to that time, no policy existed with the Division, the Department of Public Safety, or the Office of Administration regarding cellular phone usage or the employee's responsibility for personal call reimbursement. The calls cited in the draft report occurred prior to the Office of Administration's policy being adopted.

The State Fire Marshal has not possessed a Division-paid cellular phone since February of 2001. Again, prior to that time, neither the Division of Fire Safety, nor the Office of Administration had a cellular phone policy that mandated or even allowed for the employee to reimburse the State for personal calls resulting in the usage of state "free" minutes.

The Division has always limited cellular phones to supervisory personnel and explosive K-9 handlers. Furthermore, since September of 2001 the total number of Division-issued cellular phones have been reduced to two employees.

9.

Closed Meetings

The open meeting minutes of the Elevator Safety Board, Fire Advisory Board, and Fire Education Commission (joint meetings with the Fire Advisory Board) did not always document the specific reasons for closing the meetings and actions taken by the boards and commission. In addition, the Elevator Safety Board did not document how discussing lack of interest in the chief elevator inspector position and financial information during closed sessions complied with state law.

Section 610.022, RSMo 2000, requires that before any meeting may be closed, the question of holding the closed meeting and the reason for the closed meeting shall be voted on at an open session. In addition, this law provides that public governmental bodies shall not discuss any other business during the closed meeting that differs from the specific reasons used to justify such meeting, record, or vote. In addition, Section 610.021, RSMo 2000, allows the board or commission to discuss certain subjects in closed meetings, including litigation, real estate transactions, bid specifications and sealed bids, personnel matters, and confidential or privileged communication with auditors. The boards and commission should restrict the discussion in closed sessions to the specific topics listed in Chapter 610 of the state statutes.

WE RECOMMEND the DFS, Elevator Safety Board, Fire Advisory Board, and Fire Education Commission ensure board and commission minutes document the vote to go into closed session, state the reasons for going into closed session and publicly disclose the final disposition of applicable matters discussed in closed session. In addition, the DFS should ensure closed meetings are conducted according to state law.

AUDITEE'S RESPONSE

The DFS indicated:

It is important to note that the Division does not make a practice of closing meetings. In the time period covered by the audit, only three meetings contained closed sessions. For each, the Division staff felt the reason for closure was within the scope of the Sunshine Law.

In August of 2002, the Division conducted a training session regarding the requirements of the Sunshine Law for all Division employees. In addition, copies of the law have been made available to Division staff, as well as Board and Commission members.

This report is intended for the information of the management of the Division of Fire Safety, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
HISTORY, ORGANIZATION, AND STATISTICAL INFORMATION

The Office of the Missouri State Fire Marshal was created in 1972 by the 76th General Assembly and was transferred to the Department of Public Safety by the Omnibus State Reorganization Act of 1974. Effective 1985, the State Fire Marshal's Office became known as the Division of Fire Safety.

Since 1972, the Division of Fire Safety has been responsible for investigating fires, explosions and related occurrences. Each of the twenty-one investigators is responsible for coordinating ongoing criminal investigations with local fire and law enforcement agencies. Investigators have in excess of 750 hours of training and are available for response twenty-four hours a day, seven days a week. The Investigation Unit is also responsible for four accelerant detection K-9 teams, and two explosive K-9 teams. Together, the unit conducts approximately 1,700 investigations per year.

Under the Reorganization Act, the Fire Safety Inspection Unit was established to conduct fire safety inspections of facilities regulated by the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services, Division of Family Services. Courtesy inspections are also conducted at the request of municipal or county officials for the purpose of enforcing state fire safety rules and regulations. Beginning in 1994, the division has been responsible for assuring that church operated day care centers also meet fire safety codes. These fourteen inspectors are also involved with the safety inspections of the licensed fireworks businesses in the state as well as those who are illegally operating. The unit conducts over 12,000 fire safety inspections per year enforcing vital fire safety measures with the primary goal of ensuring a safe environment.

In addition, the division is responsible for implementing and enforcing the legislation enacted by the 83rd General Assembly pertaining to the fireworks industry (Sections 320.106 to 320.161, RSMo 2000). All businesses selling fireworks in Missouri will be licensed through the Division of Fire Safety. These businesses will be periodically inspected by members of the Division of Fire Safety for safety violations as well as to ensure compliance with the other statutes pertaining to explosives. Nearly 1,400 fireworks licenses are issued each year, generating over \$95,000 in general revenue for the State of Missouri.

Beginning in 1986, the Division of Fire Safety was assigned the duty of enforcing House Bill 230 (Section 320.202, RSMo 2000), which involves training for the nearly 25,000 firefighters in the State. The division is mandated to provide cost-free training to firefighters, investigators, and any state employees performing fire inspections pursuant to state statutes or state licensing requirements. In addition, the division awards state certification to those who meet the criteria in fourteen levels of certification for the areas of Fire Fighter, Fire Service Instructor, Fire Inspector, Fire Investigator, Fire Officer, Hazardous Materials, and Fire Apparatus Driver/Operator.

Under House Bill 230, the division is responsible for maintaining the National Fire Incident Reporting System (NFIRS) for Missouri, which gathers information regarding fire losses in the state and provides statistical data. In addition, as of 1988, all fire departments are mandated to register annually with the division. As of July 31, 2002, there are 908 fire departments registered and over 380 departments participating in the NFIRS program.

The Federal Hotel/Motel Safety Act, enacted in 1990 (Public Law 101-391), was assigned to the division. As part of this act, the division serves as a data collection and storage agency and supplies information upon request. The federal law is designed to save lives and protect property by promoting fire and life safety in hotels, motels, and other places of public accommodation.

Section 320.205, RSMo 2000, established the Missouri Fire Safety Advisory Board to advise the Fire Marshal on all matters pertaining to the responsibilities of the Fire Marshal and the division. The board is composed of six members appointed by the Governor, with the advice and consent of the Senate. Board members receive no compensation for their services, but are reimbursed for their actual and necessary expenses incurred in the performance of their official duties. Board members serve at the will of the Governor, and serve until replaced. Current members of the board are as follows:

<u>Members</u>	<u>City</u>
James Silvernail, Chairman	Ellisville
H. Edward Wildberger	St. Joseph
David Pennington	Springfield
James Bollinger	Marble Hill
Kimberly Wise	Lockwood
Michael Mahler	St. Louis

Section 320.094, RSMo 2000, established the Fire Education Commission. The goal of the commission is to review and determine appropriate programs and activities for which training funds may be expended. The board is composed of five members appointed by the Governor, with the advice and consent of the Senate. Commission members receive no compensation for their services, but are reimbursed for actual and necessary expenses incurred in the performance of their official duties. Board members serve a four-year term and until their successors are selected and qualified. Current members of the commission are as follows:

<u>Members</u>	<u>City</u>	<u>Term Expires</u>
Phil Sayer, Chairman	Galt	April 2004
Bill Halmich	Washington	April 2004
Tim Dorsey	St. Charles	April 2003
Carolyn Mitchell-Pegue	Kansas City	April 2002
Ray Jagger	Kirksville	April 2003

In 1984, the Division of Fire Safety was assigned the task of enforcing House Bill 1060 (Sections 650.200 to 650.290, RSMo 2000), which mandates the inspection and issuance of certificates of inspection of all non-exempt boilers and pressure vessels in Missouri. This created the Boiler and Pressure Vessel Unit comprised of a Public Safety Manager, three

inspectors and one clerical staff. Together, with the assistance of insurance inspectors, they conduct approximately 15,000 inspections per year. In the 2002 legislative session, Senate Bill 795 created the Boiler and Pressure Vessels Safety Fund. Fees collected from inspections, totaling approximately \$400,000 annually, will be deposited into the fund, which will undergo a biennial sweep to the General Revenue Fund-State. Beginning in July of 2003, the Division of Fire Safety will receive appropriations from the fund to support the functions of the Board and the Unit. The amounts of the appropriations have yet to be determined.

The unit enforces rules set forth by the Board of Boiler and Pressure Vessels Rules. The board is composed of seven members who are appointed by the Governor, with the advice and consent of the Senate. Board members receive no compensation for their services, but receive reimbursement of travel and hotel expenses incurred in the performance of their duties. Board members serve a four-year term and until their successors are selected and qualified. Current members of the board are as follows:

<u>Members</u>	<u>City</u>	<u>Term Expires</u>
Wayne Mueller, Chairman	Fenton	September 2002
Vergil Belfi, Vice-Chairman	St. Louis	May 2001
Daniel Abbott	St. Louis	September 2002
Dorothy Creager	Independence	September 2004
Maan Jawad	St. Louis	September 2004
Don Link	St. Louis	September 2004
Jerry Milbourn	St. Joseph	May 2005

Effective August 1994, the Division of Fire Safety was assigned the duty of enforcing House Bill 1035 (Section 701.350 through 701.380, RSMo 2000), mandating annual testing and safety inspections of all elevators and elevator-related equipment in the state. This statute affects nearly 20,000 elevators, escalators, and similar equipment. Over 7,124 operating permits were issued in fiscal year 2002, generating nearly \$145,600 for the Elevator Safety Fund, which is also swept into the General Revenue Fund-State biennially. During the 2002 legislative session, the division was given appropriations totaling \$169,045 from the Elevator Safety Fund to support the functions of the Board and the Unit. This funding will give the division the ability to hire an Elevator Safety Inspector to assist in the quality control of testing and inspections currently being done by third party inspectors. The division is also responsible for consulting with engineering authorities that are developing elevator safety codes, adopting an elevator safety code, and certifying elevator inspectors.

House Bill 1035 also created an Elevator Safety Board that provides technical assistance and recommendations to the division. The board is composed of eleven members appointed by the Governor with the advice and consent of the Senate. Board members receive no compensation for their duties, but receive per diem expenses in an equivalent amount as allowed for the members of the General Assembly. Board members serve a five-year term or until a successor is appointed. Current members of the board are as follows:

<u>* Members</u>	<u>City</u>	<u>Term Expires</u>
Rick Guth	St. Louis	June 2000
Charles Jackson	Jefferson City	Not Applicable
Gerri Kielhofner	Springfield	June 2005
George Lodes	St. Louis	June 2005
John McNerney	Kansas City	June 2000
Suzan Mehalko	Grandview	June 2000
Joe Stabler	St. Louis	June 2000
Wilson Winn	Kansas City	June 2000
Clarence Foster	Kansas City	June 2005

* Two vacant board positions currently exist.

Effective 1997, the Division of Fire Safety was assigned the duty of enforcing House Bill 276 (Section 316.203 to 316.237, RSMo, 2000), the Amusement Ride Safety Act. This legislation mandated an investigation of any amusement ride accident which results in a serious physical injury or death. If such an accident occurs, the owner or operator of such ride must immediately cease operation and notify the division to initiate an investigation. House Bill 1434, effective January 1, 2001, expanded the previous law by requiring annual safety inspections to be performed prior to the ride operating in the state. Over \$14,000 in fees were collected from the issuing of state-operating permits and were deposited into the General Revenue Fund-State during the year ending June 30, 2002. This bill also established the Amusement Ride Safety Board. The board is composed of eight members appointed by the Governor with the advice and consent of the Senate. Board members receive no compensation for their duties, but are reimbursed for actual and necessary expenses incurred in the performance of their duties. Board members serve a staggered five-term or until a successor is appointed. Current members of the board are as follows:

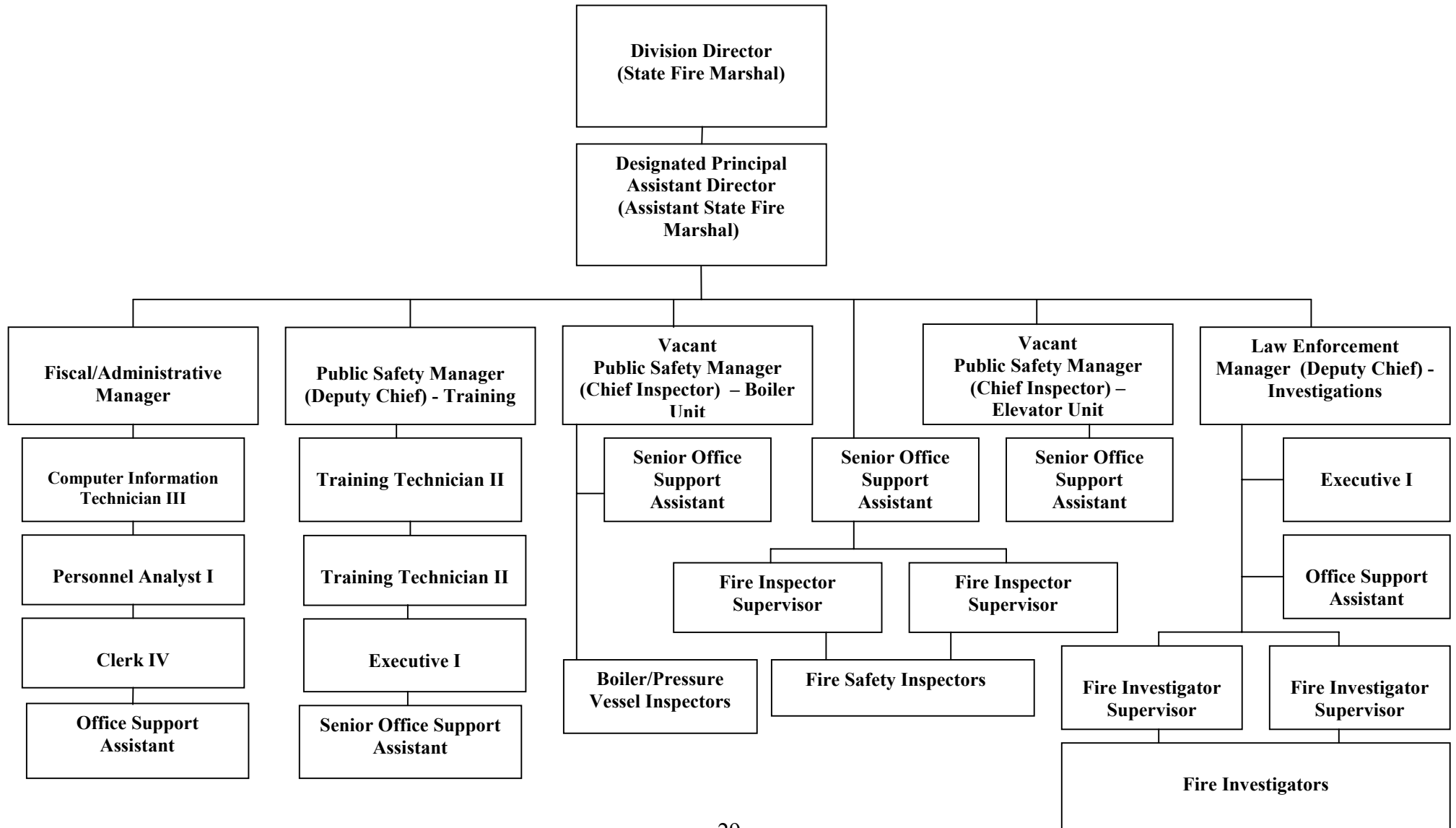
<u>Members</u>	<u>City</u>	<u>Term Expires</u>
Hugh Mills, Jr.	Kansas City	April 2005
Amy Sweeny Davis	Kansas City	April 2006
Darrell Nash	Branson	April 2005
John Runyan	Kansas City	April 2006
James Harig	Eureka	April 2004
John Evans	Lathrop	April 2004
J. Keith Nisbett	St. James	April 2003
Randy Frazier	Cadet	April 2003

Mr. William Farr, was appointed State Fire Marshal on May 1, 1996, and currently serves as Director of the Division of Fire Safety.

The Division of Fire Safety is appropriated for 57 full-time positions, four of which were vacant at June 30, 2002, due to budget cuts. Two of the vacancies were subsequently filled.

An organization chart follows:

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
ORGANIZATION CHART
JUNE 30, 2002



Appendix A

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF FIRE SAFETY

COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, OTHER FINANCING
USES, AND CHANGES IN CASH AND INVESTMENTS-ELEVATOR SAFETY FUND

		Year Ended June 30,	
		2002	2001
Receipts			
Inspection fees	\$	145,596	85,326
Total Receipts		145,596	85,326
Disbursements		0	0
Receipts over (under) disbursements before other financing uses		145,596	85,326
Other financing uses			
Transfers to General Revenue Fund-State		(86,436)	0
Receipts over (under) other uses		59,160	85,326
Cash and investments, July 1		85,906	580
Cash and investments, June 30	\$	145,066	85,906

Appendix B

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
COMPARATIVE STATEMENT OF RECEIPTS

		Year Ended June 30,						
		2002			2001			
		General	Elevator		General	Elevator		
		Revenue			Revenue			
		Fund-State	Safety	Fund	Fund-State	Safety	Fund	Total
Boiler licenses and inspection fees	\$	356,726		0	416,314		0	416,314
Elevator licenses and permits		0	145,596		0	85,326		85,326
Amusement ride permits		14,470		0	10,395		0	10,395
Fireworks permits		100,925		0	99,300		0	99,300
Miscellaneous		3,737		0	3,702		0	3,702
Total Receipts	\$	475,858	145,596		529,711	85,326		615,037

Appendix C

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES

Year Ended June 30,						
	2002			2001		
	Appropriation	Expenditures	Lapsed Balances*	Appropriation	Expenditures	Lapsed Balances*
GENERAL REVENUE FUND						
Personal Service	\$ 2,018,992	1,830,888	188,104	1,969,334	1,892,547	76,787
Equipment and Expense	673,615	238,950	434,665	693,615	526,094	167,521
Fire Fighter Training	354,442	0	354,442	354,442	263,644	90,798
Total General Revenue Fund	3,047,049	2,069,838	977,211	3,017,391	2,682,285	335,106
CHEMICAL EMERGENCY PREPAREDNESS FUND						
Fire Fighter Training	142,237	65,666	76,571	142,237	65,055	77,182
Total Chemical Emergency Preparedness Fund	142,237	65,666	76,571	142,237	65,055	77,182
HEALTHY FAMILIES TRUST FUND - HEALTH CARE TREATMENT AND ACCESS ACCOUNT FUND						
Fire Education	600,000	432,175	167,825	0	0	0
Total Healthy Families Trust Fund - Health Care Treatment and Access Account Fund	600,000	432,175	167,825	0	0	0
Total All Funds	\$ 3,789,286	2,567,679	1,221,607	3,159,628	2,747,340	412,288

* Division personnel indicated the lapsed balances include the following withholdings made at the Governor's request:

Year Ended June 30,		
	2002	2001
Personal Service	\$ 176,520	12,000
Equipment and Expense	428,513	89,061
Fire Fighter Training	354,442	77,809
Fire Education	159,255	0
Total	\$ 1,118,730	178,870

Appendix D

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF FIRE SAFETY

COMPARATIVE STATEMENT OF EXPENDITURES (FROM APPROPRIATIONS)

	Year Ended June 30,	
	2002	2001
Salaries and wages	\$ 1,830,888	1,892,547
Travel	33,371	79,777
Fuel and utilities	0	3
Supplies:		
Administrative and merchandising	0	87,993
Repair and maintenance	0	64,394
Specific use	0	5,793
Other	95,649	0
Professional development	5,238	10,000
Services:		
Communication	40,852	57,141
Health	0	1,602
Business	0	52,750
Professional	526,759	330,080
Housekeeping and janitor	2,300	7,974
Maintenance and repair services	27,769	0
Equipment maintenance and repair	0	5,917
Transportation maintenance and repair	0	21,226
Equipment:		
Computer	180	16,323
Electronic	0	5,323
Motorized	0	96,124
Office	260	5,872
Other	141	0
Specific use	0	1,144
Equipment rental and leases	1,595	0
Equipment lease payments	0	42
Building and equipment rentals	0	1,704
Miscellaneous expenses	2,677	3,611
Total Expenditures	\$ 2,567,679	2,747,340

Note: Certain classifications of expenditures changed during the two-year period, which may affect the comparability of the amounts.

* * * * *